

Minutes 16th January 2017
Elmstead Parish Council – Finance Committee
Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Councillors Fairweather, Routledge and Bell
Mrs Baxter (clerk)

Meeting chaired by Cllr. Fairweather
Meeting commenced at 7.30pm

- 17/001 To elect a chair of the Finance Committee**
It was resolved that Cllr Fairweather become Chairman of the Finance Committee.
Proposed: Cllr Bell, Seconded Cllr Routledge
It was resolved that Cllr Routledge become vice-Chairman of the Finance Committee
Proposed: Cllr Fairweather, Seconded Cllr Bell
- 17/002 Apologies of Absence**
None
- 17/003 Declaration of Pecuniary Interests and Non Pecuniary Interests**
None
- 17/004 To approve and sign the Minutes of the meeting of 24th November 2016.**
It was resolved to accept the Minutes of the meeting of 24th November 2016 as true and accurate.
Proposed: Cllr Fairweather, Seconded: Cllr Routledge, all in favour
- 17/005 To review the status of actions agreed at the meeting of 24th November 2016.**
The LED lights letter was discussed – to send to the residents in the vicinity of where the new LED lights will be. Add this to the next PC agenda.
- 17/006 2016/17 Third Quarter Review**
To review the expenditure to the third quarter against the set budget.
Cllr Fairweather commented that the PC insurance and Community Centre insurance may be doubled up in some areas. Cllr Fairweather will look into this.
Cllr Bell commented that in future Mr Hubert will take all the tree cutting from Mr Dingwall's pruning.
The clerk is to look into how we account for items paid out of reserves.
The total third quarter expenses are within the 75% limit and individual items in excess are either one-off payments or there are reasons for the excess. There are no concerns regarding the quarterly review.
- 17/007 2017/18 Budget and Precept**
To discuss and agree a budget for 2017/18 to recommend to the full council 19th January meeting. To discuss the 2017/18 precept request to recommend to the full council 19th January meeting.
The Committee went through the budget line item by line item, with some changes being made. The handyman's wages were increased by £300 to more accurately reflect the costs of the previous 3 years. The clerk's expenses were reduced by £200 for the same reason. The revised budget showed a total of £32,001 and the precept request calculator shows that this will be equivalent to a 3.1% rise for a Band D property. (£1.40)
It was resolved to recommend this budget to the full council at the January Council Meeting.
Proposed: Cllr Fairweather, Seconded: Cllr Routledge, all in favour.

Signature

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- 17/008 To consider a new signatory to the bank account to replace Cllr Redding.**
It was resolved to recommend to full council that Cllr Routledge become a signatory of the PC bank accounts.
Proposed: Cllr Fairweather, Seconded: Cllr Bell, all in favour.
- 17/009 To consider any financial risk or expense to be incurred due to the break in of the community centre and PC office.**
The safe was destroyed during the break in. It was discussed whether a replacement is needed, and it was felt that it wasn't as nothing of monetary value is left in the PC office. The clerk is to check with the insurance company regarding having the laptop regularly at her home.
The safe back up of the laptop data was discussed and we are to look into the purchase of an encrypted memory stick.
- 17/010 Appointing our internal auditor**
Does the committee agree to recommend Mrs Jan Stobart to the full council to do our internal audit for 2016/17?
It was resolved to make the above recommendation.
Proposed: Cllr Fairweather, Seconded: Cllr Bell, all in favour.
- 17/011 Matters raised by Councillors for the next agenda or for information only.**
The matter of the projector and screen was discussed. Cllr Fairweather said that he will be putting the proposal to the community centre board that they pay 50% of the expense as the community centre will also benefit from the items. Cllr Fairweather is to investigate options.
Cllr Routledge is to do the bank account checks as are necessary from our financial regulations.

The meeting closed at 9.12pm

Minuted by Mrs. A Baxter
16th January 2017
Contact: elmsteadparish@gmail.com
01206 827139

Signature

Date